



## Sign in Sheet

**DATE/ TIME:** Friday, October 21, 2016; 9:00 – 10:00am

[illegible]



# Wisconsin Division of Public Health

**Program / Group:** Public Health Council

**Title:** Executive Committee Meeting

**Location:** Department of Health Services, Division of Public Health, 1 West Wilson Street, Room 243-A, Madison, WI 53703  
1-877-820-7831 / Participant Passcode: 767377#

**Date / Time:** Friday, October 21, 2016; 9:00 – 10:00am

**Context: (Purpose, Vision, Mission, Goal):**

<i>The Executive Committee's purpose is to:</i>	1) <i>provide leadership and to establish and monitor direction for the Council's actions;</i>
	2) <i>plan agendas that will create efficient and effective Council meetings that are focused upon the Council's stated purpose, and that include evaluation of meeting effectiveness; and</i>
	3) <i>make emergency decisions on behalf of the Council when necessary.</i>
<b>Meeting Facilitator:</b> Bill Keeton	
<b>Meeting Recorder:</b> María M. Flores, Cindy Virnig	

**Agenda:**

Time:	Topic:	Lead:	Notes/Follow-up:
9:00am	Welcome		
9:05 – 9:45am	<ol style="list-style-type: none"><li>Review September 16, 2016 Executive Committee minutes</li><li>Review October 7, 2016 draft minutes</li><li>Select Survey October 7, 2016</li><li>Public Policy Committee guest editorial</li></ol>	Bill Keeton ALL	<ol style="list-style-type: none"><li>Dr. Gilmore made a motion to approve the September 16, 2016 Executive Committee minutes.<ol style="list-style-type: none"><li>Dr. Weis seconded the motion.</li><li>September 16, 2016 minutes are approved.</li></ol></li><li>Dr. Gilmore noted one edit for the October 7, 2016 draft minutes: Pg. 1, 1<sup>st</sup> paragraph – change <i>contaminate</i> to <i>contaminant</i>.</li><li>Survey results have not been generated for review; hold this item over for next Executive Committee meeting.</li><li>Dr. Weis suggested the re-ordering of a few paragraphs (switch paragraphs 3 and 4), and deleting the last sentence.<ol style="list-style-type: none"><li>Bill Keeton will follow up with Mary Dorn for her feedback, and any additional edits.</li><li>Suggested edits to be made by Bill Keeton.</li><li>Letter to go out on November 1st</li></ol></li></ol>



## Wisconsin Division of Public Health

	<ul style="list-style-type: none"><li>5. 2017 meeting calendar</li><li>6. December opioid presentation</li><li>7. Tour of State Emergency Operations Center</li></ul>		<ul style="list-style-type: none"><li>5. Consensus: keep meeting dates as scheduled, cancel/reschedule as necessary.<ul style="list-style-type: none"><li>a. Location change: UW Medical Center</li><li>b. Bill Keeton will send 'thank you' letter to president of Medical Society for past use of facility.</li></ul></li><li>6. Appropriate length of time for presentation?<ul style="list-style-type: none"><li>a. Consensus: 45 minutes</li><li>b. Mimi Johnson will put this item on Karen McKeown's agenda for her next conversation with the Secretary's Office.</li></ul></li><li>7. Discussion on possible dates for tour<ul style="list-style-type: none"><li>a. Consensus: April 7, 2017 (after PHC online meeting)</li><li>b. PHC staff will reserve the UW Medical Center for the April 7, 2017 PHC meeting, to provide meeting members with a closer location to meet prior to tour.</li></ul></li></ul>
9:45 – 9:50am	Wrap-up & Next Steps	Bill Keeton All	Next Executive Committee: November 11, 2016

*Notes: The meeting is accessible for those with mobility impairments. Individuals needing special accommodations to attend or participate in the meeting should notify Maria M. Flores 608.266.3716 or Cindy Virnig 608.264.7734 prior to the meeting.*